

# Project Plan Checklist

## NH Department of Environmental Services - Wetlands Bureau

**Each Wetlands Bureau permit application must include plans of the proposed project.** Plans are drawings of the project that contain sufficient detail to accurately and completely describe the proposed work. Project plans must always include a plan view (overhead) drawing of the project that locates the project on the property and detail drawings of impact areas. In many cases plans must also include detail plan views, cross sections, and/or profile or elevation views to provide sufficient detail.

Please note that this required plan of work is in addition to the required tax map and USGS location map. Neither the tax map nor USGS map alone will satisfy the requirement to submit a project plan.

Large format plans (typically 24 inch x 36 inch) are often required to provide clear, detailed, and legible plans for larger projects. However, to meet the US Army Corps of Engineers (USACE) requirements, where the applicant provides large format plans, a duplicate set of small format plans must also be submitted to the USACE. (Include the NHDES file number on all submittals to the USACE.) The small format plans must be on 8½ inch x 11 inch paper with a ¾ inch margin at the top. A one-page schematic of the entire project may have numbered references to additional detail sheets.

Project plans must be properly formatted and legible, must be dark enough to allow for clear reproduction, must show both existing and proposed conditions and be drawn to scale or with all dimensions clearly labeled, and must provide the following information:

### For All Projects:

- ☐ An overview of the property and proposed impact areas in relation to property lines. NOTE: Work proposed within 20 feet of an abutting property line can not be authorized by DES unless written agreement from that abutter is included with the application.
- ☐ The scale, if any, used on the plan.
- ☐ A north-pointing arrow, indicating orientation.
- ☐ A legend that clearly indicates all symbols, line types, and cross-hatching or shading used on the plan.
- ☐ Include limits of wetlands and surface waters and indicate direction of stream flow or ebb and flow in tidal waters.
- ☐ The boundary or delineated edge of all surface waters/wetlands, including the top of any bank.
- ☐ The location of the 100-year floodplain if applicable.
- ☐ Existing and proposed topography if slope is to be altered or grades are changed. Be sure that existing and proposed contours can be clearly distinguished. For simple projects, a cross-section showing existing and proposed ground may suffice. Remember to show the location of cross-sections on the plan view.
- ☐ State what vertical datum (reference elevation) is being used on all drawings if elevations are shown. The National Geodetic Vertical Datum is preferred in non-tidal areas, while mean low water is preferred in tidal waters.
- ☐ Shaded or hatched areas indicating limits of all temporary and permanent impacts in jurisdiction, including wetlands, surface waters or their banks, areas within 100 feet from the highest observable tide, and/or sand dunes. Such impacts include areas where temporary and permanent fill will be placed, construction access and temporary workspace areas, cofferdams, bedding and backfill areas, etc.
- ☐ Each impact area should be clearly labeled with a text note to indicate the size of the impact and its designation (e.g., "Impact Area #1, Impact Area #2, etc.). Do not use color shading. Instead, use graphic symbols such as dot shading or cross-hatching to clearly mark the square footage of impacts within jurisdictional areas.
- ☐ A narrative "construction sequence" (i.e., relative timing and progression of all work, pre-construction through post-construction).
- ☐ Proposed methods of erosion or siltation control indicated graphically on the plans and in a narrative format.
- ☐ Information required by Rule Wt 304.09, if your project involves subdivision of land.
- ☐ Information required by Rule Wt 404, if your project involves bank stabilization.
- ☐ Indicate the name of the person who prepared the plans and drawings on your plan, including that person's signature. Similarly, include the name of the person who delineated the wetlands on your plans.

**For Coastal Projects (in addition to the items listed above):**

- ☐ Show and label the mean high and mean low water lines. Show high and low tide lines for coastal waters.
- ☐ The boundary of the tidal buffer zone (upland within 100 feet of the highest observable tide), edge of salt marsh vegetation, and/or sand dunes in the project vicinity.
- ☐ Show the distance of the structure(s) if project is within 200 feet or less of any Federal Navigation Project.

**For Shoreline Projects (in addition to the items listed above):**

- ☐ The general shape of the shoreline with the length of frontage and full lake/pond elevation indicated.
- ☐ The footprint (size, location, and configuration) of all existing and proposed structures on the property.
- ☐ State the intended use of each proposed structure.
- ☐ The type of construction and the materials to be used.
- ☐ The distance from existing and proposed work to abutting property lines. (For waterfront projects, show distance from the imaginary extension of property lines over surface waters.) NOTE: All construction shall be a minimum of 20 feet from any property lines or the imaginary extension over the water unless **written notarized permission** is obtained from the affected abutter(s).

Additional plan elements may be required, depending on your proposed project type. Please review the rules applicable to your project and be sure to include all required items on your plans.